

# New Jersey Department of Transportation CORRECTIVE ACTION NOTICE

## QUALITY MANAGEMENT SERVICES

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CAN No. CAN054

Approved: B. Strizki  
Date: March 22, 2002

**Subject:** Implementation of 2001 Standard Specifications  
Requirements for Designers to prepare the Special Provisions, Engineer's Estimate, and Progress Schedule

**Bureau(s) Affected:** All CPM Units  
All Design Consultants

### Description of Issue(s):

At the NJDOT Design Summit which was held on November 1, 2001 at the Holiday Inn – Monroe in Jamesburg, NJ, information relative to new Quality Assurance & Project Input Procedures was presented. Part of these procedures included the implementation date of the 2001 Standard Specifications and the new requirement that Designers prepare and provide the Special Provisions, Engineer's Estimate, and Progress Schedule on NJDOT projects.

Several Baseline Document Changes (BDCs) have been issued detailing the implementation date of the 2001 Standard Specifications, and new procedures for the completion of the Special Provisions and Construction Schedules. One BDC, developed to establish new Estimating procedures, is pending approval. Clarification is required regarding the changes to the overall project development process and the specific individual changes issued by these BDCs.

### Corrective Action Plan:

The purpose of this CAN is to provide this needed clarification, and to also serve as a single reference source for designers, that lists all the recently released requirements that must be observed. The date of the applicable BDCs or the scheduled release status is indicated as appropriate.

The following requirements shall apply to all projects scheduled for **Final Design Submission (FDS) after April 1, 2002.**

#### I. Implementation Date of the 2001 Standard Specifications

The **2001 Standard Specifications** shall be used for all projects. The following documents shall be used as referenced in the accompanying BDCs.

##### A. BDCs issued in English Units:

DESCRIPTION	BDC#	DATE
1. 2001 Standard Specifications	BDC00S-5	12/26/01
2. 2001 Electrical Material Specifications (EB Specifications)	BDC00S-9	02/28/01
3. 2001 Standard Electrical Details	BDC00D-2	03/16/01
4. 2001 Sample Plans	BDC00T-3	05/04/01
5. 2001 Standard Roadway Construction/Traffic Control/ Bridge Construction Details	BDC00D-1	08/24/01
6. 2001 Standard Input (SI2001E1)	BDC00S-6	12/27/01
7. 2001 Contractor Payment System Front End (CPSFE) Program	BDC01T-4	11/29/01
8. 2001 Roadway Design Manual	BDC00MR-3	11/30/01
9. 2001 Bridge Design Manual	(To Be Released)	11/27/01
10. 2001 Standard Pay Item list		

##### B. BDCs issued in Metric Units:

DESCRIPTION	BDC#	DATE
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1. 2001 Standard Specifications	BDC01S-17	01/25/02
2. 2001 Electrical Material Specifications (EB Specifications)	BDC00S-11	02/23/01
3. 2001 Standard Electrical Details	BDC00D-4	03/12/01
4. 2001 Sample Plans	BDC01T-8	12/04/01
5. 2001 Standard Roadway Construction/Traffic Control/ Bridge Construction Details	BDC01D-4	(To Be Released)
6. 2001 Standard Input (SI2001M1)	BDC02S-02	01/28/02
7. 2001 Contractor Payment System Front End (CPSFE) Program	BDC01T-4	11/29/01
8. 2001 Roadway Design Manual		(To Be Released)
9. 2001 Standard Pay Item list	BDC01T-3	11/28/01

Designers are advised to use the current version of documents that have not yet been released and to **visit the NJDOT/CPM web site at least every two weeks**, in order to become aware of any new releases.

Designers are further reminded that projects whose Final Design Submission is prior to April 1, 2002 but are **scheduled for advertisement after September 1, 2002 must be updated to the 2001 Standard Specifications** (refer to [QIA029](#)).

## **II. Requirements for Designers to prepare the Special Provisions, Engineer's Estimate, and Progress Schedule**

In addition to the 2001 Standard Specifications requirement, designers will also be required to submit the following:

- A. Special Provisions** – Designers will use the 2001 Standard Input (SI) as a template to prepare the Special Provisions. The 2001 SI, which includes instructions to designers, was issued in BDC00S-6 on 12/27/01. The Designer will complete the Special Provisions with no submission required to the Department in advance of FDS except for approval of non-standard items and coordination with the various Subject Matter Experts (SME's) for input as required. The Designer will only submit hard copies of the Project Specific SI at the FDS. An electronic file will be submitted at the Certified Designer's PS&E with the hard copy of the Master Special Provisions.
- B. Engineer's Estimate** – Designers will prepare the Engineer's Estimate using the "Construction Cost Estimation Preparation Manual for Final Engineer's Estimates" as a guide. This manual will be issued as BDC02T-02 in the near future. Until the issuance of this BDC, Designers must contact the Cost Estimating Unit of the Bureau of Program Support Services for FDS requirements. The Department will still be responsible for generating the Final Engineer's Estimate and the Proposal based on the Designer's submitted electronic files.
- C. Progress Schedule** – Designers must develop and submit a construction schedule at FDS using Primavera Progress Planner or equivalent software when specified by the Bureau of Construction Engineering as required by BDC01S-12 (issued on 2/27/2002). The "CPM Construction Scheduling Standard Coding and Procedures for Designers and Contractors Manual" and the "Primavera Templates" were developed by NJDOT to assist designers and contractors in preparing progress schedules. These documents were issued in BDC01T-5 on 2/26/2002. Upon completion of the FDS review, the Department will determine the contract completion dates, special delivery requirements, and liquidated damages.

The previous "Preliminary Submission for Specifications, Schedule, and Estimate" coordinated through the Quality Assurance Review Unit will no longer be required. The applicable items will be required at the FDS in accordance with the above requirements.

The "2001 SI", the "Construction Cost Estimation Preparation Manual for Final Engineer's Estimates", the "CPM Construction Scheduling Standard Coding and Procedures for Designers and Contractors Manual" and the "Primavera Templates" are or will be available on the NJDOT/CPM web site at the following address:

<http://www.state.nj.us/transportation/cpm/BaselineDocuments/bdcdownloads.htm>.

Projects currently developed in Metric units shall remain in Metric units. The Department will continue to maintain the Metric standards for the foreseeable future in order to accommodate these projects.

**Implementation: *In accordance with the above requirements***